

**SUMMARY OF THE  
NELAC BOARD OF DIRECTORS MEETING  
FEBRUARY 14, 2002**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on February 14, 2002, at 1:30 p.m. Eastern Standard Time (EST). The meeting was lead by its Chairperson, Ms. Silky Labie, of the Florida Department of Environmental Protection. The agenda for this meeting is shown in Attachment A, action items from this meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and a list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the Board of Directors' agenda.*

**INTRODUCTION**

Ms. Silky Labie chaired the meeting with a roll call of attendees.

**TOPICS OF DISCUSSION**

***Approval of Minutes***

The teleconference minutes of January 10, 2002, could not be reviewed because of an electronic distribution error. These minutes will be redistributed for review via e-mail and approval at the next teleconference.

***Simultaneous Membership on Committee/ELAB and Subcommittees***

It was noted that the ELAB members are not allowed to be members of other NELAC standing committees, but it was questioned as to whether they could work on the standing committee subcommittees. After discussion, it was determined that a subcommittee has a specific task to complete and it should not be considered a conflict. Using the most knowledgeable people on the subcommittees is most important. Ms. Jeanne Hankins will modify the ELAB membership policy language to reflect this change and relay this information to the NELAC standing committees.

***Proposed Meeting with the Office of Water (Quick Response PTs/PT Database)***

The Board discussed letters received from the Office of Water and determined that it would be beneficial for Ms. Labie and Ms. Hankins to request another meeting with Mr. James Hanlon regarding the PT database to help clarify some confusion and misunderstandings. It was suggested that the same participants from the previous meeting attend the requested meeting with Mr. Hanlon.

***ATP Issue***

The issue of blanket Alternate Test Procedures (ATPs) was discussed and it was determined that although some regions allow them, other regions only approve lab-by-lab requests. The self-monitoring topic should be brought to the attention of Mr. Hanson for his consideration of a blanket approach to ATPs.

### ***NELAC 8 Conference Status***

Ms. Labie reported that the NELAC 8 Conference general agenda is close to final approval. The brochure should be completed and distributed by the end of February or beginning of March, 2002. The Board discussed options and costs for an evening special event. It was determined that Ms. Labie will look into possible alternatives to keep the costs low.

### ***Laboratory Forum***

There have been several suggestions to have a small laboratory forum at the NELAC 8 Conference where laboratory representatives would have time to raise particular questions and/or concerns for discussion with the NELAP Accrediting Authorities. Ms. Hankins and Ms. Labie will further discuss the issue to determine when such a forum could be scheduled.

### ***Transition Committee Update***

Dr. Paul Kimsey reported on the progress being made by the Transition Committee in conjunction with the Program Policy & Structure Committee regarding the restructuring of NELAC. He stated that the American Society for Testing and Materials (ASTM) had made a presentation of what they could do to help with standards development. The short-term goal of the Transition Committee is to separate standards development activities from the EPA. The long-term goal is for NELAC to consider standards that have been developed by organizations established for that purpose. Among the organizations to be considered is ASTM. A subgroup of the Transition Committee will review ASTM and other organizations to determine the feasibility of moving forward. He indicated that ASTM made a presentation on what they could do to help with standards development and stated that the Transition Committee is working in two directions, short-term and long-term goals. The short-term goal is to get the standards development out from under the EPA jurisdiction. The long-term goal currently under consideration is to have ASTM take over the development of the standards. A subgroup will review the ASTM offer to determine the feasibility of moving forward with this option for NELAC standards as well as ISO standards. Items under discussion have to do with the complications in making such a transition and the various options for fee structures.

The two Committees have proposed that NELAC be divided into two groups; (1) Standards Development Group (public, state, federal participation in development and voting responsibility for the draft standards) and (2) Standards Adoption Group (state and federal participation only in modifying standards and final standards adoption voting responsibility). The Constitution and Bylaws have been drafted for the Standards Adoption Group.

The two Committees will have a face-to-face meeting the first week of March in Texas to further discuss the restructuring process. They will develop more concrete plans, determine the advantages and disadvantages of each option presented, and determine further changes to be made. They will bring their final plan to the EPA and the NELAC Board of Directors for review and discussion soon after their meeting. According to the proposal, the restructuring of NELAC will begin following NELAC in July 2002.

The Transition Committee noted that some of the current NELAC standards concern administrative procedures that might not fall within the scope of a standards development organization. Further,

it may be necessary to use various standards development organizations to cover the range of issues contained in all seven chapters of the current NELAC standards.

### ***Review of NELAC Policy 7***

Ms. Hankins noted the modifications made to Step 5 and Step 7 of this policy. After discussion by the Board, several suggestions were made to change the language. Mr. Edward Kantor and Ms. Hankins will incorporate changes and re-circulate this policy for review and further discussion for approval.

### ***Review of NELAC Policy 8***

Ms. Hankins reviewed the modifications made to the language related to a member missing three consecutive meetings, notification, and optional consequences. The Board agreed to the policy modifications.

### ***Review of NELAC Policy 1***

Policy 1 was discussed and it was determined that language should be included regarding the frequency that a chair must conduct meetings. This policy will be modified and distributed for further review and approval.

### **OLD BUSINESS**

There was no old business to discuss.

### **NEW BUSINESS**

Ms. Hankins requested that the BoD members read the distributed American Industrial Hygiene Association (AIHA) information very carefully and be prepared to discuss this at the next scheduled teleconference.

### **ADJOURNMENT**

The teleconference time ended prior to completing discussion of all the intended agenda items.

### **NEXT TELECONFERENCE**

The next BoD teleconference is scheduled for Thursday, March 14, 2002, from 1:30 - 3:30 p.m., EST.

**NEW ACTION ITEMS  
NELAC BOARD OF DIRECTORS/CHAIRS  
FEBRUARY 14, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Status</b>
<b>1</b>	<b><del>Comments to NELAC Policy #18 to Ms. Labie by 01/17/01 (BoD Members)</del></b>	<b>Complete</b>
<b>2</b>	<b><del>T/C with NEIC and Ms. Wentworth re lab fraud presentation and assessor training (Ms. Labie)</del></b>	<b>Complete</b>
<b>3</b>	<b><del>Contact Mr. Slayton re NELAC presentation to NACLA conference (Ms. Labie)</del></b>	<b>Complete</b>
<b>4</b>	<b>Distribute PP&amp;S and Transition meeting notes re NELAC restructuring to BoD members for review (Mr. Jackson)</b>	<b>ASAP</b>

**ACTION ITEMS FROM PREVIOUS MEETINGS  
NELAC BOARD OF DIRECTORS  
FEBRUARY 14, 2002**

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
<del>1</del>	<del>04/13/00</del>	<del>Dr. Jackson and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).</del>	<del>Delete</del>
<del>2</del>	<del>01/11/99</del>	<del>Committee Chairs are to prepare "Frequently Asked Questions" for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.</del>	<del>Delete</del>
<del>6</del>	<del>05/04/00</del>	<del>The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.</del>	<del>Ongoing</del>
<del>8</del>	<del>05/08/00</del>	<del>Dr. Brokopp will explore organizational issues with ECOS.</del>	<del>Delete</del>
<del>9</del>	<del>07/26/00</del>	<del>Dr. Brokopp will continue to lead exploration of viable options, including financial issues.</del>	<del>Delete</del>
<del>13</del>	<del>07/13/00</del>	<del>The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.</del>	<del>Delete</del>
<del>14</del>	<del>08/10/00</del>	<del>Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.</del>	<del>Delete</del>
<del>22</del>	<del>10/31/00</del>	<del>Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.</del>	<del>Delete</del>
<del>24</del>	<del>10/31/00</del>	<del>Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.</del>	<del>Delete</del>

<b>No.</b>	<b>Date of Meeting</b>	<b>Action</b>	<b>Status</b>
<b>35</b>	<b>01/01/01</b>	<b>Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.</b>	<b>Delete</b>
<b>42</b>	<b>02/08/01</b>	<b>Mr. Ed Kantor will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).</b>	<b>Ongoing</b>
<b>63</b>	<b>10/11/01</b>	<b>Contact Accrediting Authorities to see if anyone is available to attend WEFTEC 2002 and give update on NELAC (Kimsey)</b>	<b>Delete</b>
<b>66</b>	<b>10/11/01</b>	<b>Review all NELAC policies and changes (Hankins)</b>	<b>Complete</b>
<b>68</b>	<b>12/04/01</b>	<b>Add Field Activities field sampling issue to the Quality Staff Conference (Siegelman); Ms. Hankins to check status with Dr. Siegelman</b>	<b>Ongoing</b>
<b>69</b>	<b>12/04/01</b>	<b>Comments/suggested changes to NELAC Policies 1-18 to BoD by 12/13/01 (BoD/Chairs); deferred to 2/14/02</b>	<b>Ongoing</b>
<del><b>70</b></del>	<del><b>12/04/01</b></del>	<del><b>Follow up on possibility of attendance at the ECOS Conference (Aurora Shields); Ms. Shields to status by 2/14/02</b></del>	<del><b>Delete</b></del>
<del><b>71</b></del>	<del><b>12/04/01</b></del>	<del><b>Review comments/suggested changes to NELAC Policy #7 at January 2002 BoD meeting (BoD); deferred to 2/14/02</b></del>	<del><b>Delete</b></del>

**LIST OF PARTICIPANTS  
BOARD OF DIRECTORS MEETING  
FEBRUARY 14, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
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<b>Dr. Paul Kimsey Chair-Elect</b>	<b>CA Department of Health Services</b>	<b>T: 510-307-8419 F: (510) 412-5848 E: pkimsey@dhs.ca.gov</b>
<b>Ms. Jeanne Hankins Director</b>	<b>USEPA/ORD</b>	<b>T: 919-541-1120 F: 919-541-4261 E: hankins.jeanne@epamail.epa.gov</b>
<b>Mr. Ed Kantor Executive Secretary</b>	<b>USEPA/ORD</b>	<b>T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epamail.epa.gov</b>
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<b>Mr. Wayne Davis (absent)</b>	<b>South Carolina Department of Health and Environmental Control</b>	<b>T: 803-896-0970 F: 803-896-0850 E: davisrw@columb36.dhec.state.sc.us</b>
<b>Mr. Thomas Maloney</b>	<b>USGS National Water Quality Laboratory</b>	<b>T: 303-236-3460 F: 303-236-3499 E: tmaloney@usgs.gov</b>
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<b>Mr. Joe Slayton</b>	<b>USEPA/Region 3</b>	<b>T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epamail.epa.gov</b>
<b>Mr. Ken Jackson (invited guest)</b>	<b>NY Environmental Laboratory Approval Program</b>	<b>T: 518-485-5570 F: 518-485-5568 E: jackson @wadsworth.org</b>
<b>Ms. Arlyn Brediger (Contractor Support)</b>	<b>Anteon Corporation, Las Vegas Technical Center</b>	<b>T: 702-731-4233 F: 702-731-4027 E: abrediger@anteon.com</b>